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Operating Instructions (summary)

Recycled Printing Papers Framework Agreement: Contract No. PPAD 09/034/023

This is a summary of how the Framework Agreement for recycled printing paper will work, Full operating instructions and pricelists will be issued to you following registration.

As a registered User (see introductory letter included in this pack), you should refer to the above Contract Number in all correspondence with the Paper Suppliers and your Printing Contractor. Your organisation will be responsible for maintaining an 'audit trail' for all jobs using recycled paper purchased by you through the Framework Agreement. For this purpose please use the Paper Notification Sheet (PNS) - a sample PNS is included with this pack.

The PNS should include a 'unique reference number' created by your organisation (this can be an order or job number), and the completed document should be sent to the appropriate Paper Supplier as advance notification of the type, grade and quantity of paper to be ordered by your Printer. A copy of the PNS should also accompany your order to the Print Contractor

Note; the Paper Supplier will not sell paper at contract prices unless the Printer's order matches the notification received from your organisation, including your unique reference number.

As a part of the above process, your organisation will receive monthly Management Information from the Paper Suppliers, summarising paper supplied to all Users. The Department for Transport (DfT) and Buying Solutions will be responsible for checking all usage as part of the overall management of the Framework Agreement.

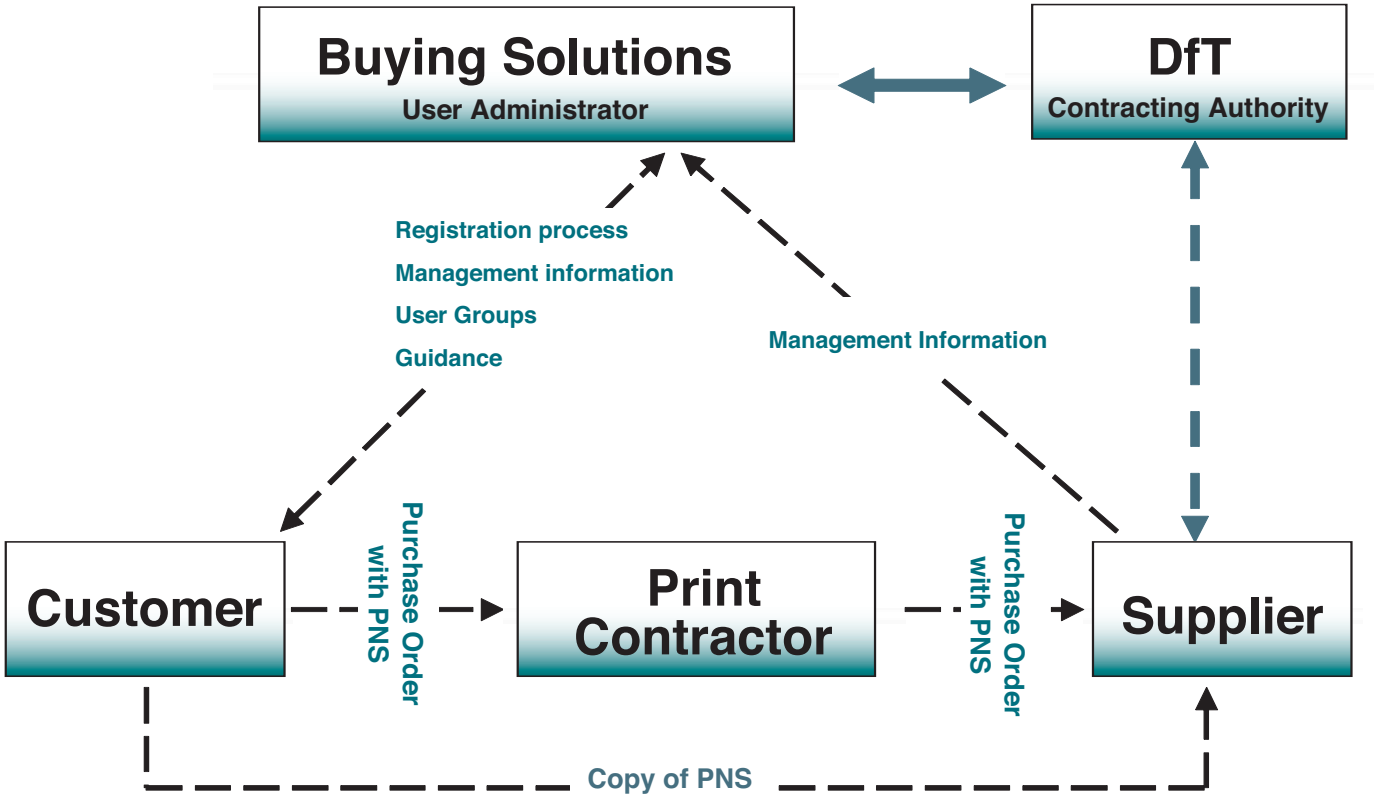
As a User, your organisation should monitor the Paper Supplier's performance and feed your findings back to Buying Solutions, via User Group meetings and on an ad hoc basis, as appropriate. The date of the next User Group meeting to which you will be invited, will be advised.

Once registered, Buying Solutions will inform each of the six Paper Suppliers that your organisation is registered as a User of the Framework Agreement and will provide you with copies of their price lists. You should notify the Paper Suppliers of who your print Contractors are.

It is your responsibility to ensure that your Print Contractors fully understand and apply the correct process in specifying and ordering the recycled papers. If you have any questions, then please contact Stuart Cameron or Fay Johnson via Buying Solutions Customer Services Desk on 0845 410 2222 or email stuart.cameron@ogcbs.gsi.gov.uk or fay.johnson@ogcbs.gsi.gov.uk

The Paper Suppliers may contact you to introduce themselves, and assistance will be made available through the main Agreement Manager in each company.

User process



This document is printed on paper that comprises 75% genuine recycled fibre